Faculty Leave & Substitute Pay Minutes
September 11, 2012, 9:30-11:00am

Attendees: Chien Shih, Joe Lampo, Susan Malmgren, Cynthia Smith, Patty Jobs, Matt Rapczynski, Suzanne Pfeiffer, Irma Rodarte, Debbie Haynes, Gig Gallagher, Nancy Chao and Kari Elliott (note taker).

Schedule/Timeframe:
0. Draft specifications – complete by mid-September 2011; done.
1. Form ready (plus process) – complete by end of September 2011; done.
2. Deans and Division Admins Input – end of October 2011; done.
3. Faculty Association's approval – end of November 2011; done.
4. Final approval of specs – mid-December 2011; done.
5. ETS programming – complete by end of September 2012.
6. Testing – October 2012.
7. Demo at Senior Staff – October 16, 2012.
8. Roll out – February 2013.
9. Phase out EPAFs 2 months after implementation; by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Agenda Items:
1. Status of setting approvers – Suzanne
   - Send full list to Suzanne; then have Student review list.
   - Further research needed for Child Development reporting leave (non-instructional).
2. How do non-instructional faculty report leave?
   - Create table with division codes and departments mapped to division.
   - Need to setup meeting with Kathleen Moberg & Shawna Aced to discuss further; bring results to future meeting.
3. Summer quarter all faculty are part-time.
   - Use dates or position code to keep faculty from deducting leave for Fridays.
   - Use range of dates plus term code (Spring quarter overlaps early Summer quarter).
   - Invite schedulers to October 9, 2012 meeting for further discussion.
4. Discuss and solicit feedback on business workflow for creating a leave request.
   - Review Matt's updated flow chart.
   - Division can stop request or reject; will be stored in tables and email sent to faculty.
   - Faculty can stop/cancel a request anytime before dean approves and has been sent to Payroll.
   - Once sent to Payroll, faculty will need to contact Payroll to cancel.
   - Need to create rejection log.
   - Division can start leave report 10 days after faculty absence if faculty has not initiated.
     - Faculty will have 5 calendar days to approve or reject before going on to Payroll; if faculty does not respond, will automatically go to Payroll.
     - Faculty Association has approved of time constraints.
     - If faculty edits division initiated request, will need to be approved by Dean before going to Payroll.

5. Senior Staff Demo – October 16, 2012; confirmed on agenda.
   - Have code review October 2, 2012.
   - Will have 30 minutes to show demo.
   - Need to prepare handouts.
6. Begin pilot testing with Foothill PE week of October 29, 2012.
   - Have Deans and their administrative assistants begin testing November 5-9, 2012.
     - Have testing locations at both campuses.

Critical Success Factors:
1. Accuracy.
2. User friendly; intuitive.
3. Auditable.
4. Processing time reduction.
5. Awareness & training.

Take Away Items:
1. Setup meeting with Kathleen Moberg and Shawna Aced to discuss non-instructional faculty leave reporting.